

Asthma Reporting Form User Guide

Adobe Acrobat Reader XI, a portable document file (pdf) reader software tool, must be installed on your computer in order to successfully download or electronically complete the new Asthma Reporting Form. A free download of Adobe Acrobat Reader is available here: <http://get.adobe.com/reader/>. Please contact your Information Technology Department with questions about accessing a pdf file.

Please read this guide before you begin completion of the new asthma reporting form.

The Asthma Reporting Form 2013-2014 is designed to record information about five students. If you are reporting information on more than five students, you will need to use more than one form. For example, if you are reporting 43 students with asthma, you will need to use 9 reporting forms.

The new reporting form can be completed either by hand or electronically. This guide provides instructions on how to download, print, save, mail, and e-mail reporting forms. Submission checklists are included on the last page to help you ensure that completed asthma reporting forms are correctly submitted to the School Nurse Supervisor/Health Service Director and the Connecticut Department of Public Health (DPH) Asthma Program.

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Please read and follow the instructions on the Asthma Reporting Form.

IMPORTANT – Reporting forms cannot be scanned if they have been resized. Make sure that you are using 100% print size if you are completing forms electronically. If you are completing forms by hand, set the copier to make 100% reproduction size of a blank, printed form that is in landscape orientation.

IMPORTANT – Forms must be in landscape orientation (not the usual letter/portrait orientation) for you to easily fill them out and for them to be scanned.

Landscape orientation



Correct

Letter/portrait orientation



Incorrect

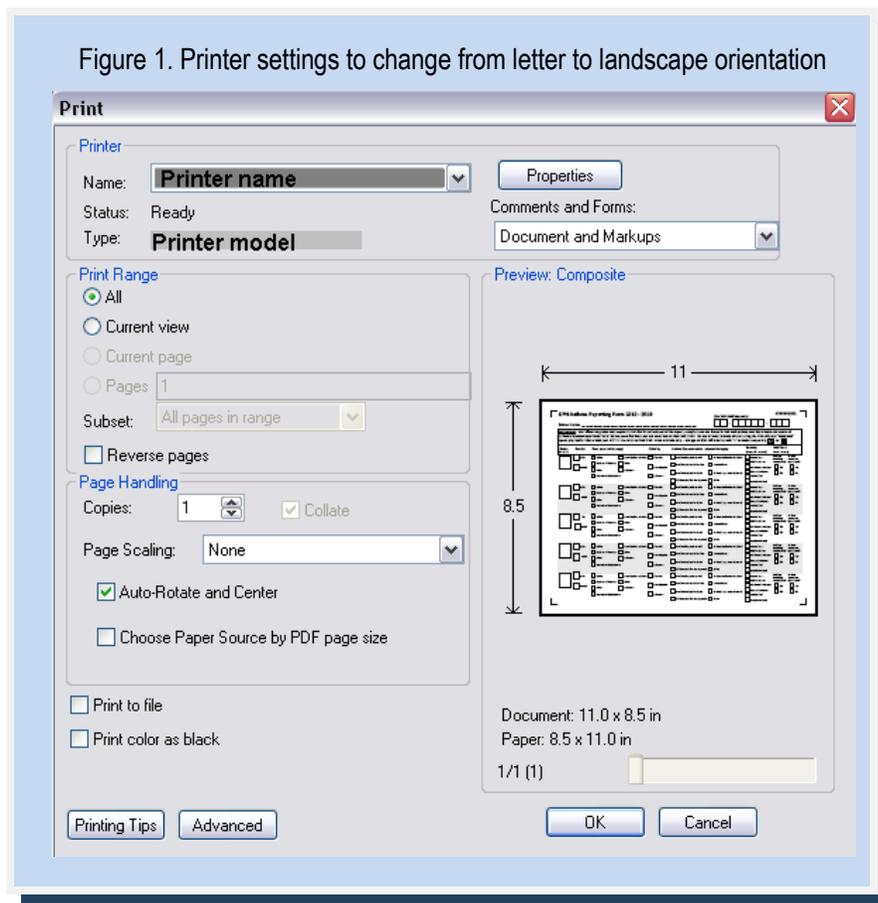
How to download a reporting form

- 1) Create a folder on the computer Desktop named **Asthma Reports 2014**.
- 2) Using your Internet Browser, go to <http://www.ct.gov/dph/asthma>
 - a. If the link in this document does not work, simply cut it and paste it into your Internet browser.
- 3) Scroll down the page and click on the **Schools** link.
- 4) Click on the **Asthma Reporting Forms** link.
- 5) Scroll down to Asthma Reporting Forms, School Year 2013-2014 and click on **School Reporting Form**.
- 6) The asthma reporting form will appear on the screen. In the document window, click **File** and then **Save As...**
- 7) Save the file named AsthmaReportingForm_2013-2014.pdf in the Desktop folder you created, **Asthma Reports 2014**.

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How to print blank reporting forms for completion by hand

- 1) Go the Desktop folder **Asthma Reports 2014** on your computer. Alternatively, you can print directly from the Internet (see [How to download a reporting form](#)).
- 2) Click open the file *AsthmaReportingForm_2013-2014.pdf*
- 3) Click **File** to open the document.
- 4) **Print the form in landscape view on white paper.** The default setting on your printer may be letter/portrait orientation, so make sure that the printed form is in landscape orientation.
- 5) Select *None* for Page Scaling and check *Auto-Rotate and Center* to change from letter orientation to landscape orientation (*Figure 1*). You may also make adjustments in *Properties* options. Consult your Information Technology Department if you need assistance with making changes to print settings.
- 6) Enter the number of copies that you wish to make and click Ok.
- 7) If you intend to use a photocopier to make additional copies of the blank form, simply print one original form using steps 1-5 above; set your photocopies to make a 100% reproduction; and make single or double-sided copies on white paper.



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How to complete reporting forms by hand

- 1) Use blue or black ink only.
- 2) Read and follow form instructions.
- 3) Make sure that the school's name is written on in the space provided at the top of each form.
- 4) Do not enter any information the 10 boxes in the top left corner – these are for DPH use only.
- 5) IMPORTANT – Do not write students' names, initials, age, or date of birth on the forms.
- 6) IMPORTANT – If there are zero students with asthma to report, fill in the school name only (see [Reporting zero students with asthma](#)).

How to complete a reporting form electronically and then save it

- 1) Go the Desktop folder **Asthma Reports 2014** on your computer.
- 2) Click open the file *AsthmaReportingForm_2013-2014.pdf*
- 3) Click on the School name field and type in the school's name. (If there are zero students with asthma to report, fill in the school name only.)
- 4) Click on the grade field of the first row and type in grade (e.g., PK, K, 6, 7, 9, 10).
- 5) Use the Tab button or mouse to move through the fields in the row.
- 6) Electronically fill in fields by clicking in them or using the space bar.
- 7) When you have completed the form, check to make sure that all of the information has been filled in correctly.
- 8) To save an electronic copy, click the gray **Save Completed Form** button on the bottom of the form to make the Print window appear.
- 9) The **Save As** window will appear. Click on the Desktop folder **Asthma Reports 2014**.
- 10) Click on the File name field, and type in a new file name that identifies the information in the form. The file name should include the school name, reported grade, and form page number (e.g., AnnieFisher_K_page1.pdf).
- 11) Click Save. You should now have a new pdf file in the **Asthma Reports 2014** folder on your computer Desktop. If you have more than 5 students from a school to report, see steps 12 – 15.
- 12) To report information on more than five students, click on the gray **Reset Form** button and follow steps 3 – 8.
- 13) When the Save As window appears, click on the Desktop folder **Asthma Reports 2014**.
- 14) Click on the File name field, and type in a new file name (e.g., AnnieFisher_K_page2.pdf). You must assign a new file name to avoid replacing the previous form page that you just saved.
- 15) Repeat steps 12-14 as needed to report the number of students with asthma at the school.

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How to complete a reporting form electronically and then print it

- 1) Go to the Desktop folder **Asthma Reports 2014** on your computer.
- 2) Click open the file *AsthmaReportingForm_2013-2014.pdf*
- 3) Click on the School name field and type in the school's name.
- 4) Click on the grade field of the first row and type in grade (e.g., PK, K, 6, 7, 9, 10).
- 5) Use the Tab button or mouse to move through the fields in the row.
- 6) Electronically fill in fields by clicking in them or using the space bar.
- 7) When you have completed the form, check to make sure that all of the information has been filled in correctly.
- 8) To print a hardcopy, click the gray **Print** button on the bottom of the form to make the Print window appear.
- 9) Make sure that the form is in landscape orientation in the Print Preview. If it is not, update the settings so that it will be ([see Figure 1](#)).
- 10) Click Ok in the Print window.
- 11) Repeat steps 1-10 for each additional form that you want to complete electronically and print.

Reporting zero students with asthma

If there are no students with asthma to report from a specific school, please submit a reporting form with the school name filled in and leave the rest of the reporting form blank.

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Submission of completed, hardcopy reporting forms to the DPH

Paper (hardcopy) originals should be mailed. Do not fax reporting forms to DPH. Do not send photocopies or faxed copies. Do not staple forms together.

- 1) Make sure that school name is at the top of each form to be submitted.
- 2) Send forms by mail to:

Salina Hargrove
Asthma Program
Connecticut Department of Public Health - CHAPS
410 Capitol Ave, MS#11-HLS
Hartford, CT 06134

Submission of completed, electronic reporting forms to the DPH

- 1) Type in e-mail Subject line **2013-2014 Asthma Reports**
- 2) **Important – cc the Nurse Supervisor/Health Service Director**
- 3) Send the pdf files for each school as e-mail attachments to: dph.asthmaprogram@ct.gov
- 4) If you have Adobe Acrobat Writer software that allows creation of a multiple-page pdf from separate pdf files, you may combine the pdf files for a single school into a single pdf file (binder file). Please contact your Information Technology Department with questions about combining documents in Adobe.

Contact Information

If you have questions or comments related to completing or submitting the new Asthma Reporting Form, please send an e-mail to dph.asthmaprogram@ct.gov

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Submission Checklists

Hand-completed reporting forms submission checklist

- Forms were printed on white paper.
- Forms are in landscape orientation and 100% size.
- Forms have not been resized.
- Form fields are filled in with black or blue ink.
- School name is at the top of each form to be submitted.
- Originals, not copies, are being sent to the DPH Asthma Program.
- The mail submission of all hand-completed original forms to the DPH Asthma Program from school districts occurs on or before October 30, 2014. (The submission of individual school reports to the Nurse Supervisor/Health Service Director may differ.)

Electronically-completed reporting forms submission checklist

- Pdf files for each school include the school name, reported grade, and form page number (e.g., AnnieFisher_K_page1.pdf).
- If you made a single pdf of the forms from all schools in your district, the file name includes the district name and total number of schools for which reports are being submitted.
- All the files you wish to submit are attached to the e-mail.
- The e-mail is addressed to dph.asthmaprogram@ct.gov
- The e-mail subject line is 2013-2014 Asthma Reports.
- The cc line of the e-mail includes the Nurse Supervisor/Health Service Director.
- The e-mail submission of all forms to the DPH Asthma Program from school districts occurs on or before October 30, 2014. (The submission of individual school reports to the Nurse Supervisor/Health Service Director may differ.)